

S 500 Programme

S 501 Programme requirements

The programme shall show the *Contractor's* planned activities to undertake the works in a timely manner. The programme will comply with the requirements of Clause 31.2 and includes alignment and submission of the BEP and Master Information Delivery Plan (MIDP) or as stated within the PMI for specific site requirements.

The *Contractor* is to provide a competent person to manage the programme activities across all of the sub-programmes including those works that will be delivered by Others. These programmes will be provided within MS project programme. For these activities the anticipated breakdown will include the following activities / period (start and completion dates):

- Site Visit
- Defining the Problem
- Site investigations
- Design
- Approvals
- Construction
- Completion

S 502 Programme arrangement

The programme will highlight where other parties impact the delivery of the Scope.

Any specific arrangement of the programme, including any requirement for the programme to be produced in levels (summary levels to detail level), will be included with the SID document, so that it can be valued prior to the works being undertaken.

S 503 Methodology statement

Particular requirements for methodology statements, including any specific requirements for resource information, will be included with the SID document, so that it can be valued prior to the works being undertaken.

S 504 Work of the *Client* and Others

The order and timing of the work of the *Client* and Others to be included in the programme and information to be provided. Refer as necessary to sections WI 901 and WI 902.

S 505 Information required

A schedule of information to be provided, who it is to be provided by, and the date by which it is to be provided.

S 506 Revised programme

Any specific requirements for the submission of revised programmes, such as an explanation of changes.

S 600 Quality management

S 601 Samples

The *Contractor* shall notify the *Client* and of materials and samples that require to be taken and tested prior to undertaking the sample. The agreed procedures for submission and acceptance, shall be agreed with the *Client* and will be recorded within the *Client's* PMI.

S 602 Quality Statement

The *Contractor* shall work to provide the best quality workmanship within the difficult conditions that the site is likely to be under as a result of the incident.

The *Contractor* shall provide a quality statement along with all RAMS prior to the commencement of any operation to which the statement has been produced.

S 603 Quality management system

The *Contractor's* project management plan can be used as the quality management system to define any accreditations or legislative standards.

The *Client's* framework standard shall be adopted.

S 604 BIM requirements

The BIM Information Manager is the *Client* Project Manager or the *Consultant* and will be confirmed as required through the *Client's* PMI. All information and deliverables are to be compliant with PAS 1192-6(2018) and named correctly to satisfy the *Client's* EIR and IDP.

The *Contractor* shall provide the *Client* will all information that is to be stored within the *Client's* CDE on completion, but is it requested that the *Contractor* uses the Sharepoint site during delivery to allow multiple users to access information.

S 700 Tests and inspections

S 701 Tests and inspections

The *Contractor* will need to make provision under clause 40.1, 40.2, 41.1 and 60.1 (16) for the following checklist for test and inspection details, when asked to do so through the *Client's* PMI.

- Objective, procedure and standards to be used,
- When they are to be done,
- Where they are to be done,
- Who does the tests, and who is in attendance,
- Testing and inspection method,
- The Equipment required and who provides it,
- Access arrangements,
- Information or instructions required to be provided,
- Materials, facilities and samples to be provided,
- Involvement of specialists,
- Acceptable results and deviations,
- Test environment,
- Documents to be provided before and after the test,
- Whether or not authorisation to proceed to the next stage of the work depends on the test results.
- Are there any data tests required to assure data for BIM archive.

S 702 Management of tests and inspections

This requirement will be set out within the *Client's* PMI.

S 703 Covering up completed work

The *Contractor* shall ensure that they have the relevant certificates and photographs prior to covering up of *works* which have been tested.

S 704 Supervisor's procedures for inspections and watching tests

None.

S 800 Management of the works

S 801 Project team – Others

- 1 The *Consultant* is Ove Arup & Partners Limited (or another under the FOF framework depending upon the sub-programme). The *Consultant* will be appointed using the NEC4 Professional Services Contract option C.
- 2 The *Contractor* is Jackson Civil Engineering Limited. The *Contractor* will be appointed using the NEC4 Engineering and Construction Contract option C
- 3 The ECC Project Manager is TBC from the CSF framework (refer to governance structure for the programme to which the contract refers).
- 4 The ECC Supervisor is TBC from the CSF framework (refer to governance structure for the programme to which the contract refers).
- 5 Cost management will be provided by either the CCE (Carbon, Cost Estimator) or CSF nominated commercial person (TBC).
- 6 The CDM Principal Designer is to be agreed for each sub programme but will either be Ove Arup Limited or Mott MacDonald [REDACTED]
- 7 The Environmental Clerk of Works is TBC from the CSF framework (Refer to governance structure for the programme to which the contract refers)

S 802 Communications

The *Contractor* shall communicate with the *Client* as well as the *ECC Project Manager* as detailed below. In addition to reporting on progress of activities on the programme and description of risks, early Warnings and Compensation events the *Contractor* will include financial and carbon updates and forecasts to meet EA deadlines together with the production of checkpoint reports, end stage reports, exception reports (as required), end project report, daily log and other management products in accordance with PRINCE2.:

- Day to Day manager responsible for allocating resource, plant and equipment. This role shall have an out of normal hour working requirement including weekends (i.e. 24hours a day, 7 days per week) when called upon during key sites and/or time periods.
- Weekly progress reports of sites by sub-programme, including photos and videos.
- Meetings, attendees and meeting records,
- Reporting requirements (eg progress reports),
- Information requirements,
- Electronic systems and communications,
- Use of standard forms and templates,
- Terminology and abbreviations.

The *Contractor* will support the *Client* in producing summary information that the *Client* can share with Environment Agency Boards (for example the Area Delivery Programme Board) and issue to stakeholders to keep them informed of activities and works.

S 900 Working with the *Client* and Others

S 901 Sharing the Working Areas with the *Client* and Others

Clauses 25.1 and 60.1(5) Provide a list of activities to be undertaken, explaining the following.

- What is being done,
- Who is doing it,
- When it is being done, and for how long,
- Where is it being done,
- How the *Contractor* is to co-operate and share the Working Areas.

S 902 Co-operation

The *Contractor* is to obtain information from Others or to provide information to and work with Others, as agreed with the *Client*.

S 903 Co-ordination

The *Contractor* is to liaise with the *Client* and *Client's* Project Team Manager and Others for the co-ordination of works and access.

S 904 Authorities and utilities providers

Identify works to be carried out by the authorities and utilities providers. State the responsibility for enquiry, management, procurement and provision of notices and payment.

S 905 Diversity and working with the *Client*, Others and the public

The *Contractor* is to liaise with the *Client* around the diversity and working with the Environment Agency, other parties and the public (likely the landowners).

The *Contractor* shall use the UN Sustainability Development Goals to support how they deal with Diversity including addressing the following on this contract:

- **Public:** how to effectively engage with, and how they perceive us, the diverse public throughout projects?
- **Project team:** how to create an inclusive environment for our project team?
- **Framework:** identify opportunities to support diverse workforces on our projects across our organisations.

S 1000 Services and other things to be provided

S 1001 Services and other things for the use of the *Client*, *Project Manager* or Others to be provided by the *Contractor*

Clause 25.2 May include the following needs as appropriate at each individual site as agreed with the *Client*, the *Contractor* must ensure that all staff's wellbeing is cared for during the *works*.

- Accommodation,
- Meeting rooms,
- Storage facilities,
- Catering,
- Medical facilities and first aid.
- Recreation,
- Sanitation,
- Security,
- Copying,
- Wifi, Telephone, fax, radio and CCTV,
- Computer equipment and services,
- Sign boards and other signage,
- Safety equipment and services,
- Fences, screens and hoardings,
- Postage,
- Maintenance of access roads,
- Temporary facilities,
- Utilities, eg. Water and power,
- Meter readings

S 1002 Services and other things to be provided by the *Client*

The *Client* will be able to assist with office and welfare facilities at some of the sites that will be stated within the SID document.

The *Client* may be able to free issue some plant and materials and may be able to store materials.

S 1100 Health and safety

S 1101 Health and safety requirements

The *Contractor* is to ensure they satisfy the requirements of Clause 27.4, details of any additional health and safety requirements for the project as listed below:

- *Client's* safety requirements,
- *Reporting requirements*,
- Safety management, supervision and qualification,
- Management of Subcontractors,
- Drug and alcohol policy
- Site induction procedures
- Compliance with PAS1192-6 (2018).

S 1102 Method statements

The *Contractor* is required to submit method statements and risk assessments to the *Project Manager*, CDM Principal Designer and the CDM *Client* for review and comment at least 2 weeks prior to undertaking the activity.

S 1103 Legal requirements

If any health and safety duties are required by law, the *Contractor* will be notified of who will perform them, within the *Client's* PMI.

S 1104 Inspections

The *Contractor* shall allow the *Project Manager* and the *Client* to review and inspect any of the *Contractor's* health and safety procedures as set out in the requirement of the Midlands Hub SHEW chapter of the Annual Plan.

S 1200 Subcontracting

S 1201 Restrictions or requirements for subcontracting

To be agreed between the *Client* and the *Contractor* prior to subcontracting elements of the Scope. The *Contractor* wherever possible shall enter into back to back contractually arrangements.

S 1202 Acceptance procedures

Clauses 26.3 and 11.2(25) (Options C and E) State any specific submission and acceptance procedures for the proposed subcontracts not based upon the NEC contract. The basic requirement for submission and acceptance is dealt with in subclause 26.3

S 1300 Title

S 1301 Marking

Any conditions will be stated within the SID document so that it can be valued prior to undertaking the requirement.

S 1302 Materials from Excavation and demolition

Clause 73.2 Decide the title of materials from excavation and demolition. State whether the *Client* wishes to salvage any such materials, and if so where they are to be delivered or collected from, and by whom.

S 1400 Acceptance or procurement procedure (Options C and E)

The *Contractor* is to put in place a system that audits their work so that acceptance can be made through either site inspection, records or other information to confirm acceptance of the work.

S 1500 Accounts and records (Options C and E)

The *Contractor* will provide a daily / weekly report that includes all plant, labour, equipment and other resources along with daily / weekly progress. Furthermore, a focus on next day's tasks or activities.

The daily report shall be supported by photos and videos or maps and plans and drawings and for site as required by the *Client*.

Weekly summary reports will be produced and issued to the *Client's* Project Team Manager.

Monthly report shall be supported by photos and videos or maps and plans and drawings along with planned completion, outturn costs and lesson learnt.

The *Contractor* will provide a resource project / site programme and keep logs of all resources.

S 1501 Additional Records

Clause 52.2, List the additional records to be kept by the *Contractor*. Details of the additional records will be stated within the SID document. This may include but not be limited the following:

- Timesheets and site allocation sheets,
- Equipment records,
- Forecasts of the total Defined Cost,(Forecasts are to include, but not be limited to costs to date, costs to completion including detailed breakdown of staff, sub-contract and major material items)
- Specific procurement and cost reports

The format and presentation of records to be kept are to be accepted by the *Project Manager*.

S 1600 ☒ Parent Company Guarantee (Option X4)

Include the form of performance bond required.

S 1700 *Client's work specifications and drawings*

S 1701 *Client's work specification*

Actual specification as agreed between all parties during the development of the solution.

S 1702 *Drawings*

Contents list or documents or both

S 1703 *Standards the Contractor will comply with*

The *Contractor* should carry out their work using the following guidance.

Ref	Report Name	Where used
	Project Cost Tool	Costs and Carbon
	Sustainability Measures Form	
	Timber Policy Documents	
	300_10 SHE handbook for managing capital projects	
	300_10_SD27 SHE Code of Practice	

Appendix 1 BIM Protocol – Information Production and Delivery Table

All parties are to comply with the requirements of the CIC BIM protocol – Production and Delivery Table - Pow.bim4.info

Appendix 2 BIM Protocol – Employers Information requirements

1. Standards

The following standard(s) shall apply: _____

2. Parties

2.1 The parties involved in the Project are:

2.2 The role of Information Manager shall be performed by the following person or persons for the following stages:

<i>Stages</i>	<i>Person</i>
_____	_____
_____	_____

3. Employer's Information Requirements

3.1 The Common Data Environment shall be _____

3.2 The Models shall be developed using the following versions of the following software:

3.3 The Models shall be delivered by the persons listed below in the following formats:

<i>Person</i>	<i>File format</i>
_____	_____

3.4 Files and layers shall be named and numbered in accordance with _____

3.5 The following units, annotation, dimensions, abbreviations and symbols shall be used in developing a Model _____

3.6 The following co-ordinate system shall be used _____

3.7 The zoning requirements are as follows _____

3.8 Data drops shall take place in accordance with the [Employer's Information Requirements/Execution Plan]. To the extent that the [Employer's Information Requirements/Execution Plan] requires a particular piece of information to be extracted from a Model in more than one format at any particular Stage, all such formats shall be extracted from the same Model.

4. Project Procedures

4.1 The following protocols/procedures shall apply to the Project:

4.1.1 Spatial Co-ordination protocol;

4.1.2 Model approval/information exchange protocol;

4.1.3 Archiving procedures;

4.1.4 Security requirements and access rights procedures;

4.1.5 [Other]

4.2 Resolution of conflicts

_____ specify any circumstances in which information extracted from a Model will take precedence over the Model.

Appendix 2 List of Projects

Asset Repair Works 2020/21 Sub Programme 01 – Recovery Works Package SP01-C Capital Schemes List of Projects

Item	Project Name	Description of Works
Capital (CDF) - SOP Code ENV0002881C		
1	Kettleby Beck, Brigg	Overtopping of Floodbank, water seeping through embankment through animal burrows
2	North Kelsey Beck	Breach in floodbank and piping
3	Barlings Eau LHB site 1, Short Ferry	A 25m deep seated failure of the floodbank. Breach grew over the first few days to around 50m.
4	Barlings Eau LHB site 2, Short Ferry	LHB Breach in floodbank
5	Barlings Eau RHB seepage / slip	RHB Seepage through floodbank, risk of breach
6	Park Beck	Pointing doors would not seal leading Overtopping of spillway
7	New Cut Flood Storage Reservoir, River Freshney	Erosion and low spots on Reservoir Embankment. Site has Watervoles present.
8	Timberland Delph (RHB), Martin Dales	One Large and numerous smaller piping sites through the Floodbank
9	Timberland Delph (RHB), Martin Dales - Piping Site No.2	Piping through embankment
10	Timberland Delph LHB	40m long Breach
11	Old River Ancholme, Site 1	Small holes in landward toe and possible localised slippage within a wider area of impact on landward toe.
12	Billingham Skirth, Phase 2 (RHB)	Initial repairs were washed out during exceptional high water levels. Road Flooded.
13	Sandhill Beck, Washingborough	Breach in floodbank
14	West Drain Pointing Doors, South Ferriby	Damage to West Drain Pointing doors. West drain pointing doors not closing properly due to damage to doors and stonework round doors. The debris needs to be removed to enable the doors to close properly and a full inspection of damage to be completed.
15	Hibaldstow Highland Drain	Numerous scour holes and small piping failures in the floodbank.
16	River Till Near Broxholme & Bransby CW pumped outfall	20m slip upstream of Saxilby Road landward face
17	Steeping River at Wainfleet flood wall damage	Cracked flood wall and loss of berm adjacent to wall.
18	Timberland Delph NE of Timberland	Several low spots present on this asset, evidence of overtopping. Reduced crest width by 50%.

19	Hibaldstow Catchwater NE of Hibaldstow	Structural damage to asset, hole through embankment and overtopping over low spots causing wash out LHB & RHB.
20	Carr Dyke Billingham	Overtopping location, landward bank partly washed away
21	River Ancholme Toe Protection Repairs - NE Wressle	Embankment undercut on exposed face / toe erosion.
22	Northampton Washlands Secondary Control Gate Repair	Failure of Northampton Washland secondary control gate
23	North Kelsey Beck	Low spot, seepage, piping and slip / scour to exposed face.
24	River Witham LHB at Fiskerton	Severe crack in embankment crest and slip on landward side - 20m long approx 600mm deep.
25	River Ancholme East of Hibaldstow	Multiple low spots with evidence of overtopping causing crest damage
26	Steeping River at Wainfleet toe erosion and embankment slips (11 Assets therefore below threshold for a standalone FBC)	Toe erosion and multiple slips of embankment riverward face.
27	River Witham RHB,(Tattershall to Kirkstead) Tonge Farm to Bank farm	Damage to floodbank, with highway on top of it. LCC Highways informed. Road on embankment slipping, worsening between November and January. Awaiting Legal response as to responsibility for repair
28	Maud Foster Drain, Willoughby Road, Boston	Embankment slippage, Road at Risk.- Awaiting Legal response as to responsibility for repair
29	Billingham Skirth, Phase 1 (LHB)	Floodbank overtopped, causing erosion and small piping failures and washouts.